



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the Managing Director,
RTC House, PNBS,
Vijayawada.

No: P2/644(2)/2018-PO-III

Circular No: PD 01/2019 dated 01.01.2019

Sub: CC&A Regulations – Rationalization and standardization of punishments in disciplinary cases- Reg.

Ref: 1.Circular No. PD-1/2018 dated 13.03.2018.

2.Circular No. PD-20/2018 dated 25.07.2018.

3.Circular No. PD-33/2018 dated 12.09.2018

The nature of delinquencies and punishments being awarded in APSRTC were reviewed to bring about uniformity, transparency, sense of security and trust among the employees and detailed guidelines were issued classifying offences into Minor/Major and the punishments for such offences were rationalized and standardized vide the references 2nd & 3rd cited above.

However, during the course of visits to field units and through representations of various Unions it has come to our notice that points for Minor 1 and Minor 2 offences were being awarded by the unit officers indiscriminately even when the employees are not responsible for certain lapses. Points were also awarded for minor offences committed more than two years back leading to quick and unreasonable accumulation of points.

This resulted in understandable alarm among the employees. Scaling up of minor offences on accumulation of multiple sets of six points leading to eventual major punishments also is now felt to be unreasonable and disproportionate to the delinquencies.

Considering all the above, it has been decided to review the instructions given in Circular 3rd cited above for further improvements. Accordingly, the following revised guidelines are issued for classification of offences and awarding of punishments.

A. Revised classification of offences and punishments:

Sl.No.	Category of Employees	Classification of offences and punishments proposed	Sub-Classification of offences and punishments proposed.
1	Regular employees	Annexure -I	Annexure -II
2	Contract/Casual employees	Annexure -III	Annexure -IV
3	Hire bus drivers	Annexure -V	

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1. The procedure to be followed for accumulation of points in Minor-1/Minor-2 offences is given at **Annexure-VI**. For each minor offence committed by the employee, points as earmarked on the Offence Rating Scale would be awarded on the "**Score Sheet**".
2. On reaching/ crossing the accumulated score of 6 points, a consolidated charge sheet shall be issued with at least one charge framed for each of the offences committed. The consolidated charge sheet may contain charges for different types of offences. The subject head of the case shall be opened on the more severe offence among such offences.
3. Once charge sheet issued on accumulated set of 6 points is disposed off, the scoring shall start afresh for the next set of 6 points for subsequent offences committed by the employee. Eg: If Set 1 is disposed off duly awarding corresponding punishment, that particular set of points shall be rounded and from then onwards, accumulation of points for 2nd Set will be commenced.
4. TTIs are found issuing Memos and/or MTD-43/R to crew for certain Minor lapses which are basically under the purview of the Depot/ Bus station supervisors. Hence, it is decided to exclude 21 types of such Minor offences which are given at **Annexure-VII** from the purview of TTIs.

B. Disposal of Minor and Major cases:

1. All cases of Minor offences shall invariably be disposed off within a month from the date of acknowledgement of Charge sheet by the employee, since no enquiry is required. If the employee does not submit his/her explanation within the stipulated time, it shall be deemed that he/she has no explanation to offer and the case shall be disposed off by giving a grace period of (10) days from the stipulated time mentioned in the charge sheet.
2. In all cases of Major offences, final order shall be passed within a month from the date of submission of explanation by the employee to show cause notice. If the employee does not submit his/her explanation within the stipulated time, it shall be deemed that he/she has no explanation to offer and the case shall be disposed off within one month from the date of completion of the stipulated time mentioned in SCN.

C. Procedure for Appeal, Review and Mercy Petitions:

1. Appeal/Review/Mercy petitions received from now onwards including the punishments already awarded before issue of this circular shall be disposed off by the competent authority concerned according to the instructions issued in this circular. The appeal/review/mercy petitions which are not received in stipulated period shall be rejected as time barred.
2. Appeal/Review/Mercy petitions received on punishments awarded as per this circular, may be disposed off as deemed fit considering the employee's past record of offences, performance, awards, appreciations etc.
3. All Appeal, Review and Mercy petitions shall be disposed off by the competent authority within a month from the date of receipt of the petition from the employee concerned.

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4. There is no change in the existing methodology and procedure for consideration of Appeal, Review and Mercy petitions by the competent authority.

D. Instructions regarding classification of offences:

1. The instructions mentioned in this circular are only broad guidelines issued for the purpose of disposal of disciplinary proceedings in a more transparent and fair manner. However, notwithstanding any instructions issued in this circular, Unit Officers may use their discretion in ascertaining the gravity and magnitude of the offence, circumstances that led to commission of the offence and then award appropriate punishment as deemed fit.
2. The list of classified offences given at **Annexure-II** (Regular Employees) and **Annexure-IV** (Contract/Casual Employees) are not exhaustive and if any offence which is not covered in these two Annexures is reported, action shall be taken by Unit officers by conducting appropriate enquiry, classifying the offence based on the gravity and disciplinary action may be initiated duly following stipulated procedure.

E. Instructions on damage cases:

1. It is instructed not to initiate disciplinary action on the crew concerned or recover cost of damages for Minor incidents like tyre, spring and shutter glass damages.
2. However, in the cases of gross negligence of crew leading to severe damages to bus or Corporation property, disciplinary action shall be taken duly issuing Charge sheet and following stipulated disciplinary proceedings.

F. Action on pending cases:

1. The cases opened /Charge sheets issued prior to 31.03.2018 for minor lapses shall be closed as time barred and points shall not be awarded for such cases.

G. Applicability of the instructions to the staff other than crew:

1. The instructions mentioned in this Circular are applicable to all categories of employees in the Corporation.

Further, all Unit officers are advised to educate the Crew and the Unions regarding these modified instructions in dealing with various offences and the punishments to be imposed, by conducting gate meetings.

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The Executive Directors and Regional Managers shall monitor the disposal of disciplinary cases during their inspections and in periodical review meetings to ensure that the instructions are implemented uniformly by the Unit Officers.

These instructions will supersede all the other instructions issued in earlier circulars and shall be implemented with immediate effect.

- Encl: (a) Annexure –I (Pages 1 to 3)
(b) Annexure -II (Pages 4 to 16)
(c) Annexure –III (Pages 17 to 18)
(d) Annexure –IV (Pages 19 to 30)
(e) Annexure –V (Page 31)
(e) Annexure –VI (Pages 32to 33)
(e) Annexure –VII (Page 34)


11/1/2019
VICE CHAIRMAN &
MANAGING DIRECTOR

To

All Officers of the Corporation

Copy to: Sr.RAO/AG: R T C Branch, RTC House, PNBS, VJA.

Copy to: General Secretary, APSRTC Employees' Union.

Copy to: General Secretary, APSRTC National Mazdoor Union

Copy to: General Secretaries of: APSRTC Karmika

Parishat/APSRTC Staff & Workers Federation /APSRTC Bahujana Workers Union/

APSRTC KarmikaSangh/APSRTC Workers Union/APSRTC YSR RTC Mazdoor Union.

Copy to: General Secretary, APSRTC, Class II Supervisors' Association.

Copy to: General Secretary, APSRTC, Security Staff Welfare Association.

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Annexure-I

Points/Punishments for Minor and Major offences - "Regular Employees":

(A) **Minor Offences:** Suspension not warranted. No need to conduct Domestic Enquiry

Sl. No.	Classification of offence	Punishment
1	Minor -1	Only one Point is awarded No charge sheet required
2	Minor-2	Advisory letter to be given. 2 Points are awarded. No charge sheet required
3	Minor-3	Censure preceded by Charge sheet
4	Minor-4	Deferment of increment for one year without cumulative effect preceded by Charge sheet
5	Minor-5	Deferment of increment for two years without cumulative effect preceded by Charge sheet

(B) **Major offences:** Domestic Enquiry is required

Sl. No.	Classification of offence	Punishment
1	Major-1	Deferment of increment for one year with cumulative effect (or) Reduction of pay by one incremental stage with cumulative effect preceded by Domestic Enquiry (Suspension not warranted).
2	Major-2	Deferment of increment for two years with cumulative effect (or) Reduction of pay by two incremental stages with cumulative effect preceded by Domestic Enquiry (Suspension not warranted).
3	Major-3	Reversion to lower cadre/rank preceded by Domestic Enquiry. If Reversion is not possible, award Major-2 Punishment. Family counselling if the employee is willing (Suspension not warranted).
4	Major-4	Removal from service preceded by Domestic Enquiry. (Suspension may be ordered, if necessary)


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A. Scaling up of punishment for repetition of same type of offences:

1. Repetition of same type of Minor/Major offence attracts punishment in next higher level in the punishment scale, **unless otherwise specified** as given below:

a. Minor-1 if repeats -----> Minor-1 only (1 point)
Minor-2 if repeats -----> Minor-2 only (2 points)

b. Scaling up of Minor-3 and Minor-4:
Minor-3 if repeats -----> Minor-4
Minor-4 if repeats -----> Minor-5
Minor-5 if repeats -----> Minor-5

Minor offences shall not be scaled up to Major offences

c. Scaling up of Major-1, Major-2 and Major-3:
Major-1 if repeats -----> Major-2
Major-2 if repeats -----> Major-3
Major-3 if repeats -----> Major-4

2. Scaling up of Minor-3, Minor-4, Major-1, Major-2 and Major-3 to next higher level shall be done only when same type of offence is repeated.
3. For example, if Minor-3 under absenteeism repeats, it will be scaled up to Minor-4 under absenteeism. If Minor-3 under accident is followed by Minor-3 under absenteeism, scaling up to Minor-4 shall not be done, because they are dissimilar Minor-3 offences.
4. Any number of repetitions of Minor-1 shall be classified as Minor-1 only and only 1 point shall be awarded for each incident.
5. Similarly, any number of repetitions of Minor-2 shall be classified as Minor-2 only and only 2 points shall be awarded for each incident.
6. Repetitions of Minor-3 of same type of offence shall be scaled up to Minor-4 only and shall not be scaled up to Minor-5. (1st repetition of Minor-3 = Minor-4, 2nd repetition of Minor-3 = Minor-4, Nth repetition of Minor-3 = Minor-4 only)
7. Repetitions of Minor-4 of same type of offence shall be scaled up to Minor-5 only and shall not be scaled up to Major-1. (1st repetition of Minor-4 = Minor-5, 2nd repetition of Minor-4 = Minor-5, Nth repetition of Minor-4 = Minor-5 only)
8. Similar procedure shall be followed for scaling up of repeated offences classified under Major-1, Major-2 and Major-3 also.
9. Scaled up offences of a particular level shall not be coupled with directly classified offences of same level even if they are of same type for the purpose of further scaling up to next higher level.


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B. Disposal of cases classified under Minor and Major categories:

1. Cases from Minor-3 to Minor-5 shall be disposed off by issuing charge sheet and passing appropriate punishment orders duly following stipulated procedure. No need to conduct domestic enquiry in such cases. Suspension is not warranted.
2. Cases from Major-1 to Major-4 shall be disposed off by issuing charge sheet, conducting domestic enquiry and passing appropriate punishment orders duly following stipulated procedure. Suspension is warranted, if necessary in Major-4 offences only.

C. Procedure for dealing with accumulated sets of points:

1. Repeated occurrences of offences that are classified under Minor-1 and Minor-2 levels lead to awarding points @ 1 and 2 respectively for each offence.
2. Such points shall be accumulated over a period of time for each employee. The accumulated points upto 6 shall be treated as one Set.
3. Each Set of 6 points shall be given serial number (Set 1,2,3 etc..) in order to count each Set without missing.
4. On reaching /crossing a Set of 6 points, a consolidated charge sheet shall be issued covering all the offences with at least one charge framed for each offence. Punishment shall be awarded, duly following the stipulated disciplinary procedure, as illustrated at **item D**.

D. Scale of punishments for each set of 6 points:

1. For 1st, 2nd and 3rd Sets of 6 points --- > Censure proceeded by charge sheet for each set, duly following stipulated procedure.
2. For 4th Set and for any no. of subsequent Sets of 6 points--- > PPI for one year WoCE for every Set, preceded by charge sheet duly following stipulated procedure.
3. Each Set of 6 points shall be dealt with separately and closed/rounded by awarding corresponding punishment, duly following stipulated procedure.

E. General instructions on Depot Spare:

1. Herein after, "Depot Spare" is substituted as "Kept Off Duty". An Employee may be Kept off Duty for not more than 7 days only for the delinquencies that are likely to attract severe punishments under the categories of Major-3 and Major-4 only.



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Annexure-II

Classification of offences and corresponding punishments for Regular Employees:

1. Absenteeism

1.1 Absenteeism - Minor offences:

Sl. No.	Misconduct	Classification	Punishment
1.1.1	Up to 3 days at a stretch	Minor-1	Absent to be marked, No wages for the absence period. One point is awarded. No charge sheet required.
1.1.2	4 to 7 days at a stretch	Minor-2	Absent to be marked. No wages for the absence period. Advisory Letter to be given. Two points are awarded. No charge sheet required
1.1.3	8 to 11 days at a stretch	Minor-3	Absent to be marked. No wages for the absence period. Censure preceded by Charge sheet.
1.1.4	12 to 20 days at a stretch	Minor-4	Absent to be marked. No wages for the absence period. Punishment of deferment of increment for one year without cumulative effect preceded by charge sheet.

1.2. Absenteeism- Major offences:

Sl. No	Misconduct	Classification	Punishment
1.2.1	21 to 60 days continuously	1 st time	Major-1 Punishment of deferment of increment for one year with cumulative effect/Reduction of pay by one incremental stage with cumulative effect preceded by Domestic Enquiry. Suspension not warranted.
		2 nd time	Major-2 Punishment of deferment of increment for two years with cumulative effect/Reduction of pay by two incremental stages with cumulative effect preceded by Domestic Enquiry. Suspension not warranted.
		3 rd time	Major-3 Reversion to lower cadre following Domestic Enquiry. If reversion is not possible, award Major-2 punishment. Suspension not warranted. Family counselling if the employee is willing.
		4 th time	Major-4 Removal from service preceded by Domestic Enquiry duly following stipulated disciplinary procedure. Suspension not warranted.

Sl. No.	Misconduct	Classification	Punishment
1.2.2	>61 days at a stretch (or) >91 days intermittently in a rolling period of preceding 12 months	Major-4	Removal from service preceded by Domestic Enquiry duly following stipulated disciplinary procedure. Suspension not warranted.

General instructions on absenteeism:

1. In all Minor and Major cases of absenteeism, no leave shall be granted for the period of absence subsequently and no Wages shall be paid.
2. In all the cases of un-authorized absenteeism for less than 60 days, the period of absence will be arrived soon after reporting of the employee for duty after absence and action may be taken accordingly as per the instructions specified in the circular.
3. If the period of absence exceeds 61 days and above, Unit officer shall initiate disciplinary proceedings without waiting for reporting of the employee for duty.
4. If the employee reports for duty after issue of charge sheet for the absence beyond 61 days, Unit officer may take him/her to duty and dispose off the case by awarding corresponding punishment i.e., Major-4 as mentioned in the circular, duly following the stipulated disciplinary procedure.
5. However, Unit Officers shall exercise utmost care in ascertaining the reasons that led to unauthorized absence by hearing the employee's version, consider previous record of absenteeism before making final decision on punishment and pass appropriate orders as deemed fit.
6. Unit Officers/ DMs shall not keep the disciplinary action cases pending after issue of show cause notice (SCN) for removal/termination on the pretext of observing the behavior of the employee with regard to regular attendance/ un-authorized absenteeism and on the plea that the employee is presently attending duties. Final orders shall be awarded as per the procedure within the stipulated period.


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2. C&T Irregularities:

2.1. Fare not collected (FNC) – Minor offences:

Sl. No.	Nature of Irregularity	Misconduct	Classification	Punishment
2.1.1	FNC with no. of passengers above seating capacity	Total Ticket amount i) ≤ Rs.20/- for City ii) ≤ Rs.30/- for Mofussil Services	Minor-1	One point is awarded. No charge sheet required
		Total Ticket amount i) >Rs.20/- and ≤ Rs.50/- for City ii) >Rs.30/- and ≤ Rs.100/- for Mofussil Services	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required
		Total Ticket amount i) >Rs.50/- for City ii) >Rs. Rs.100/- for Mofussil Services	Minor-3	Censure preceded by charge sheet
2.1.2	FNC with no. of passengers equal to or below seating capacity	Total Ticket amount i) ≤ Rs.20/- for City ii) ≤ Rs.30/- for Mofussil Services	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required
		Total Ticket amount i) >Rs.20/- and ≤ Rs.50/- for City ii) >Rs.30/- and ≤ Rs.100/- for Mofussil Services	Minor-3	Censure preceded by Charge sheet
		Total Ticket amount i) >Rs.50/- for City ii) >Rs. Rs.100/- for Mofussil Services	Minor-4	Punishment of deferment of increment for one year without cumulative effect preceded by Charge sheet

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2.2.C&T: Fare collected ticket not issued(FC)/ Fare collected lower denomination issued(FCLD)/ issue of unconcerned or old tickets

Sl. No	Misconduct	Classification	Punishment
2.2.1	Total Ticket amount i) <= Rs.20/- for City ii) <=Rs.50/- for Mofussil Services	Major-1	Deferment of increment for one year with cumulative effect/ Reduction of pay by one incremental stage with cumulative effect preceded by Charge sheet, besides recovery of 10 times of the total ticket amount. Suspension not warranted
2.2.2	Total Ticket amount i) >Rs.20/- and <=Rs.50/- for City ii) >Rs.50/- and <=Rs.200/- for Mofussil Services	Major-2	Deferment of increment for two years with cumulative effect/ Reduction of pay by two incremental stages with cumulative effect preceded by Charge sheet, besides recovery of 10 times of the total ticket amount. Suspension not warranted.
2.2.3	Total Ticket amount i) >Rs.50/- for City ii) >Rs. Rs.200/- for Mofussil Services	Major-3	Reversion to lower cadre, besides recovery of 10 times of the total ticket amount and family counseling if the employee is willing. If reversion is not possible, award Major-2 punishment. Suspension not warranted.

2.3. C&T: Overriding/ Less Collected Lower Denomination (LCLD) – Minor offences

Sl. No.	Nature of case	Misconduct	Classification	Punishment
2.3.1	Over riding with above Seating Capacity	Up to Two fare stages	Minor-1	One point is awarded. No charge sheet required
		Above two fare stages	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required
2.3.2	Over riding with equal to or below Seating Capacity	Up to Two fare stages	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required
		Above Two fare stages	Minor-3	Censure preceded by Charge sheet


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2.4. C&T: Bus cash Excess/Short - Minor offences

Sl. No.	Nature of Irregularity	Classification	Punishment
2.4.1	Bus cash- Short		No action if shortage amount is made good at the time of remittance of bus cash by the crew concerned. Otherwise, 10 times of the shortage amount will be recovered by issuing charge sheet and following stipulated disciplinary procedure.
2.4.2	Bus cash excess: <= Rs.30/-		No action since excess amount was already remitted by way of TPT (Top Punched Ticket).
2.4.3	Bus cash excess: >Rs.30/- & <=Rs.60/-	Minor-1	One point is awarded. No charge sheet required since excess amount was already remitted by way of TPT (Top Punched Ticket).
2.4.4	Bus cash excess: > Rs.60/-	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required since excess amount was already remitted by way of TPT (Top Punched Ticket).
2.4.5	Bus cash excess: Self-declaration by crew		No action to be taken, if the driver/conductor declares excess bus cash on his/her own and endorses in SR before the remittance of bus cash and remits the excess cash at earning section of depot (or) declares excess bus cash before the checking by TTIs and obtains TPT for such excess amount.

2.5. C&T: Excess Private cash – Minor offences

Private cash is permitted up to Rs, 200/- per calendar day for all types of services with self certification by the employee. Beyond Rs. 200/- per calendar day, endorsement by the Supervisor/ Officer shall be obtained on SR, before commencement of duty.

Sl. No.	Nature of Irregularity	Misconduct	Classification	Punishment
2.5.1	Excess Private cash without self certification (or) endorsement by Supervisor/Officer	<= Rs. 200	Minor-1	One point is awarded.No charge sheet required
		>Rs.200/-	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required.


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2.6. C&T: Other Irregularities

Sl. No.	Nature of Irregularity	Classification	Punishment
2.6.1	Issue of tickets on Sighting TTIs	Minor-1	Only one point is awarded. No charge sheet required
2.6.2	Unaccompanied Luggage	1 st Time	Minor-1 Only one point is awarded. No charge sheet required
		2 nd Time	Minor-2 Advisory Letter to be given and two points are awarded. No charge sheet is required
		3 rd Time	Minor-3 Censure preceded by Charge sheet
		4 th time and above	Minor-4 Deferment of increment for one year without cumulative effect preceded by charge sheet.
2.6.3	Fare not collected, Concessional/ Child Ticket not issued	Minor-1	One point is awarded. No charge sheet required.
2.6.4	Non observance of validity of all types of passes and warrants etc.,	Minor-2	Advisory Letter to be given and two points are awarded. No charge sheet required
2.6.5	Illegal gratification by crew/employee of any cadre	Major-1	Deferment of increment for one year with cumulative effect/Reduction of pay by one incremental stage with cumulative effect preceded by Charge sheet, besides recovery of 10 times of the amount. Suspension not warranted.
2.6.6	Misappropriation of cash by ADCs/DCs/ employee of any cadre		
2.6.7	Short accountal of cash by the employees of earning section/ADCs		Penalty of 10 times of the shortage amount shall be imposed preceded by charge sheet duly following stipulated disciplinary procedure
2.6.8	Erroneous data entry by ADCs/ employees of earning section due to negligence	Minor-1	One point is awarded. No charge sheet required
2.6.9	Allowing prohibited articles in buses with knowledge	Major-2	Deferment of increment for two years with cumulative effect/Reduction of pay by two incremental stages with cumulative effect preceded by Charge sheet. Suspension not warranted.


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3. Accidents:

3.1 Minor Offences:

Sl. No.	Nature of Irregularity	Classification	Punishment
3.1.1	Any accident(MTA/B/C) in which Employee is not responsible		No action
3.1.2	Minor accident (MTC): Minor injuries to passengers or pedestrians or to other vehicle users,where driver's negligence is established	Minor-3	Censure preceded by charge sheet
3.1.3	Major accident (MTB): Major injuries to passengers or pedestrians or to other vehicle users,where driver's negligence is established	Minor-4	Deferment of incrementfor one year without cumulative effect preceded by charge sheet.

3.2. Major offences

Sl. No.	Nature of Irregularity		Classification	Punishment
3.2.1	MTA (Fatal accident)	Partly Responsible	1 st time	Major-1 Punishment of deferment of increment for one year with cumulative effect/ Reduction of pay by one incremental stage with cumulative effect preceded by Domestic Enquiry. Suspension not warranted
3.2.2			2 nd time	Major-2 Deferment of increment for two years with cumulative effect/Reduction of pay by two incremental stages with cumulative effectpreceded by Domestic Enquiry. Suspension not warranted.
3.2.3			3 rd time	Major-3 Reversion to the lower cadre following Domestic Enquiry. Suspension not warranted. If reversion is not possible, award Major-2 punishment.Family counselling, if the employee is willing.
3.2.4		Fully Responsible	Major-4 Removal from service preceded by Domestic Enquiryduly following stipulated procedure. Suspension warranted.	


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4. Damages to buses, property & Loss of T&P items:

Sl. No.	Nature of Irregularity	Classification	Punishment
4.1	For any type of damage to bus, tyre, sub assemblies, property and loss of T& P items etc., where the driver is not responsible.		No action
4.2	Damages to bus, property, tyre, sub & major assemblies of bus and Loss of T&P items, where driver's negligence is established.	Cost of damage/ lost T&P items < = Rs.2,000/-	Recovery of actual cost of damage/ lost T&P items preceded by charge sheet and following stipulated disciplinary procedure.
		Cost of damage/ lost T&P items >Rs.2,000/-	Recovery upto 5% of the cost of damage/lost T&P items subject to minimum Rs.2,000/- and maximum Rs.25,000/- in equal installments not exceeding Rs.1,000/- per month, preceded by charge sheet and following stipulated disciplinary procedure.

General instructions on accidents and damages:

1. In case of accidents which involve both injuries to passengers & road users and also damages to the vehicle, Unit officers shall award corresponding punishment besides recovery of cost of damages as indicated in the above table, duly framing separate charges for injuries and cost of damages.
2. In case of accidents where in bus is damaged but there are no injuries to passengers & road users, only the cost of damages to bus as indicated in the above table shall be recovered duly framing charges.
3. In case of arriving at cost of damage, the approximate salvage value of the damaged parts (or) lost T&P items shall be taken into consideration.
4. In case of the employees retiring in a few months after issue of the recovery order towards the cost of damage/ lost T&P items, the balance recoverable amounts shall be deducted from the due amounts payable from the retirement settlements.


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5. Intoxication

5.1. Minor offences

Sl. No.	Nature of Irregularity	Classification	Punishment
5.1.1	< = 10mg/ 100ml alcohol found during Breath Analyzer check.		No action is required
5.1.2	>10 mg/100ml & < = 30mg/ 100ml alcohol found during Breath Analyzer check.	Minor-2	Shall be marked absent for that day. Shall not be granted leave for that day subsequently. Advisory Letter to be given. Two points are awarded. No charge sheet required.

5.2. Major offences

Sl. No.	Nature of Irregularity	Classification	Punishment
5.2.1	> 30mg/100ml alcohol found in breath analyzer check.	1 st time	Major-2 Deferment of increment for two years with cumulative effect/Reduction of pay by two incremental stages with cumulative effect preceded by Domestic Enquiry. Suspension not warranted.
		2 nd time	Major-3 Reversion to lower cadre following Domestic Enquiry. Suspension not warranted. If reversion is not possible, award Major-2 punishment. Family counselling, if the employee is willing.
		3 rd time	Major-4 Removal from service preceded by Domestic Enquiry duly following stipulated disciplinary procedure. Suspension warranted.
5.2.2	>30mg/100ml alcohol found in breath analyzer check, en-route.	Major-4	Removal from service preceded by Domestic Enquiry duly following stipulated procedure. Suspension warranted.

General instructions on intoxication cases:

1. Regarding Breath analyzer checking process to determine "Intoxication condition of an employee", the instructions mentioned in Circular No. PD-27/2017 dated 20.12.2017 stand good.
2. In all the cases of intoxication (minor and major), crew concerned shall **not be allowed to perform duty** and marked absent for that day besides initiating disciplinary action as per the stipulated procedure.
3. Only the intoxication cases recorded from the date of issue of circular no. PD 20/2018, dt. 25.07.2018 in respect of any employee, shall be counted for the purpose of scaling up the punishments under intoxication category.

6. Public complaints – Minor offences:

Sl. No.	Nature of Irregularity	Classification	Punishment to be imposed
6.1	Non stoppage of bus en-route: if bus is overloaded beyond 150% of Seating capacity		No action
6.2	Non stoppage of bus en-route: if bus is overloaded below 150% of Seating capacity	Minor -1	One point is awarded. No charge sheet required
6.3	Non stoppage of bus en-route: if bus is loaded with below seating capacity	Minor- 2	Advisory Letter to be given. Two points are awarded. No charge sheet required
6.4	Misbehavior with passengers	Minor- 3	Censure preceded by Charge sheet
6.5	Misbehavior with women passengers	Major-2	Deferment of increment for two years with cumulative effect/Reduction of pay by two incremental stages with cumulative effect preceded by Domestic Enquiry. Suspension not warranted
6.6	Non picking up of the reserved passengers	Minor- 3	Censure preceded by Charge sheet
6.7	Non allowing passenger luggage	Minor -2	Advisory Letter to be given. Two points are awarded. No charge sheet required
6.8	Stoppage of bus at unauthorized locations (for Tiffin, meals etc)	Minor- 2	Advisory Letter to be given. Two points are awarded. No charge sheet required
6.9	Non responding to the complaints made by Ladies, PHC and senior citizens on seats allotted to them.	Minor- 2	Advisory Letter to be given. Two points are awarded. No charge sheet required

7. Dereliction of duties- Minor offences:

Sl. No.	Nature of Irregularity	Classification	Punishment
7.1	Not complying with his/her job responsibilities and/or the written instructions of superiors.	1 st time	Minor-2 Advisory Letter to be given. Two points are awarded. No charge sheet required.
		2 nd time	Minor-3 Censure preceded by charge sheet.
		3 rd time and above	Minor-4 Deferment of increment for one year without cumulative effect proceeded by charge sheet duly following disciplinary procedure.


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8. Misbehavior with employees:

8.1. Minor offences

Sl. No.	Nature of Irregularity	Classification	Punishment
8.1.1	Misbehavior with Employees	Minor-3	Censure preceded by charge sheet

8.2. Major offences

Sl. No.	Nature of Irregularity	Classification	Punishment
8.2.1	Misbehavior with women employees	Major-2	Deferment of increment for two years with cumulative effect/Reduction of pay by two incremental stages with cumulative effect preceded by Domestic Enquiry and following stipulated disciplinary procedure. Suspension not warranted.

9. Insubordination

Sl. No.	Nature of Irregularity	Classification	Punishment
9.1	Insubordination with superior employees	Minor-4	Deferment of increment for one year without cumulative effect preceded by charge sheet duly following stipulated disciplinary procedure.

10. Other offences:

Sl. No.	Nature of irregularity	Classification	Punishment
10.1	Driving vehicle without valid license/rash driving	Minor-1	One point is awarded.No charge sheet required
10.2	Moral turpitude	Major-2	Deferment of increment for two years with cumulative effect/Reduction of pay by two incremental stages with cumulative effect preceded by Domestic Enquiry. Suspension not warranted.
10.3	Theft of Corporation goods/Property	Major-2	Deferment of increment for two years with cumulative effect/Reduction of pay by two incremental stages with cumulative effect preceded by Domestic Enquiry besides recovery of 10 times of the value of the Goods/Property at a time. Suspension not warranted.
10.4	Intentional, wilful and deliberate fraudulent activity which is detrimental to the interest of the corporation	Major-3	Reversion to lower cadre following Domestic Enquiry. If reversion is not possible, award Major-2 punishment. Suspension not warranted. Family counselling if the employee is willing


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10.5	Manhandling/ Assault	Assault on co-employees/ Passengers	Major-3	Reversion to lower cadre following Domestic Enquiry. If reversion is not possible, award Major-2 punishment duly following stipulated procedure. Suspension not warranted. Family counselling if the employee is willing
		Assault on Superiors	Major-4	Removal from service preceded by Domestic Enquiry duly following stipulated procedure. Suspension warranted.

11. Garage staff – Minor offences:

Sl. No.	Nature of irregularity	Classification	Punishment
11.1	For all types of unavoidable failures		No action
11.2	En-route failure of vehicle- without cancellation of Kilometers where Mechanic/Artisan is responsible	Minor-1	One point is awarded. No charge sheet required
11.3	En-route failure of vehicle- with cancellation of Kilometers where Mechanic/Artisan is responsible	1 st time	Minor-2 Advisory Letter to be given. Two points are awarded. No charge sheet required
		2 nd time	Minor-3 Censure preceded by charges sheet
		3 rd time and above	Minor-4 Deferment of increment for one year without cumulative effect preceded by charge sheet
11.4	Failure of vehicle leading to damage to bus body, chassis, sub/Major assembly of the vehicle where Mechanic/Artisan is responsible	1 st time	Minor-3 Censure preceded by charges sheet
		2 nd time	Minor-4 Deferment of increment for one year without cumulative effect preceded by charge sheet
		3 rd time and above	Minor-5 Deferment of increment for two years without cumulative effect preceded by charge sheet



Sl. No.	Nature of irregularity		Classification	Punishment
11.5	Tyre damage (applicable for Tyre Mechanic)	Mismatching of tyres/ Non rotation of tyres in time	Minor-3	Censure preceded by charge sheet
		Non removal of tyre in time leading to scrap	Minor-4	Deferment of increment for one year without cumulative effect preceded by charge sheet
		New Tyre scrap due to bead damage (or) due to lapses in tyre maintenance practices.		
11.6	EOC/GOC Mechanic	Non carrying out EOC/GOC as per the mileages	Minor-3	Censure preceded by charge sheet
11.7	HSD OIL (ADC/DC)	Lapses in accountal of receipts and consumption of HSD and other Oils.	Minor-4	Deferment of increment for one year without cumulative effect preceded by charge sheet
		Non placement of indents in time for supply of HSD and other oils.	Minor-3	Censure preceded by charge sheet
11.8	Stores (Store In-charge)	Non placement of indents on stores in time for supply of spares.	Minor-3	Censure preceded by charge sheet
11.9	Artisans and all other garage staff	Non performing duties assigned by supervisors.	Minor-3	Censure preceded by charge sheet

Points/Punishments for Minor and Major offences – Contract/Casual Employees:

(A) Minor Offences: Put Off not warranted. No need to conduct Domestic Enquiry

Sl. No.	Classification of offence	Punishment
1	Minor -1	Only one Point is awarded No charge sheet required
2	Minor-2	Advisory letter to be given. 2 Points are awarded. No charge sheet required
3	Minor-3	“Warning” preceded by Charge sheet
4	Minor-4	Penalty of Rs.1,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.
5	Minor-5	Penalty of Rs.2,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.

(B) Major offences: Domestic Enquiry is required

Sl. No.	Classification of offence	Punishment
1	Major-1	Penalty of Rs.4,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.
2	Major-2	Penalty of Rs.6,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.
3	Major-3	Penalty of Rs.8,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.
4	Major-4	Termination from service preceded by Domestic Enquiry duly following stipulated procedure. (Put Off may be ordered, if necessary)


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A. Procedure for dealing with accumulated sets of points:

1. Repeated occurrences of offences that are classified under Minor-1 and Minor-2 levels lead to awarding points @ 1 and 2 respectively for each offence.
2. Such points shall be accumulated over a period of time for each employee. The accumulated points up to 6 shall be treated as one Set.
3. Each Set of 6 points shall be given serial number (Set 1,2,3 etc.,) in order to count each Set without missing.
4. On reaching /crossing a Set of 6 points, a consolidated charge sheet shall be issued covering all the offences with at least one charge framed for each offence. Punishment shall be awarded, duly following the stipulated disciplinary procedure, as illustrated at **item B**.

B. Scale of punishments for each set of 6 points:

1. For **1st, 2nd and 3rd** Sets of 6 points --- > "Warning" preceded by charge sheet for each Set, duly following stipulated procedure.
2. For **4th Set and** for any no. of subsequent Sets of 6 points--- > Penalty of Rs.1,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.
3. Each Set of 6 points shall be dealt with separately and closed/rounded by awarding corresponding punishment, duly following stipulated procedure.



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Classification of offences for Contract/Casual Employees:

1. Absenteeism

1.1. Absenteeism - Minor offences:

Sl. No.	Misconduct	Classification	Punishment
1.1.1	Up to 3 days at a stretch	Minor-1	Only one Point is awarded No charge sheet required
1.1.2	4 to 7 days at a stretch	Minor-2	Advisory letter to be given. 2 Points are awarded. No charge sheet required
1.1.3	8 to 11 days at a stretch	Minor-3	“Warning” preceded by Charge sheet
1.1.4	12 to 20 days at a stretch	Minor-4	Penalty of Rs.1,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.

1.2. Absenteeism- Major offences:

Sl. No	Misconduct	Classification	Punishment
1.2.1	21 to 60 days continuously	1 st time	Major-1 Penalty of Rs.4,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.
		2 nd time	Major-2 Penalty of Rs.6,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.
		3 rd time	Major-3 Penalty of Rs.8,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.
		4 th time	Major-4 Termination from service preceded by Domestic Enquiry duly following stipulated procedure. (Put Off not warranted)

Sl. No.	Misconduct	Classification	Punishment
1.2.2	61 days and above at a stretch (or) 91 days and above intermittently in a rolling period of preceding 12 months	Major-4	Termination from service preceded by Charge sheet duly following stipulated procedure. (Put Off not warranted)

Note: General instructions issued on dealing with absenteeism cases are common for regular, casual and contract employees.



2. C&T Irregularities:

2.1. Fare not collected (FNC) – Minor offences:

Sl. No.	Nature of Irregularity	Misconduct	Classification	Punishment
2.1.1	FNC with no. of passengers above seating capacity	Total Ticket amount i) ≤ Rs.20/- for City ii) ≤ Rs.30/- for Mofussil Services	Minor-1	Only one Point is awarded No charge sheet required
		Total Ticket amount i) >Rs.20/- and ≤Rs.50/- for City ii) >Rs.30/- and ≤Rs.100/- for Mofussil Services	Minor-2	Advisory letter to be given. 2 Points are awarded. No charge sheet required
		Total Ticket amount i) >Rs.50/- for City ii) >Rs. Rs.100/- for Mofussil Services	Minor-3	“Warning” preceded by Charge sheet
2.1.2	FNC with no. of passengers equal to or below seating capacity	Total Ticket amount i) ≤ Rs.20/- for City ii) ≤ Rs.30/- for Mofussil Services	Minor-2	Advisory letter to be given. 2 Points are awarded. No charge sheet required
		Total Ticket amount i) >Rs.20/- and ≤Rs.50/- for City ii) >Rs.30/- and ≤Rs.100/- for Mofussil Services	Minor-3	“Warning” preceded by Charge sheet
		Total Ticket amount i) >Rs.50/- for City ii) >Rs. Rs.100/- for Mofussil Services	Minor-4	Penalty of Rs.1,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.

2.2.C&T: Fare collected ticket not issued(FC)/ Fare collected lower denomination issued(FCLD)/ issue of unconcerned or old tickets

Sl. No	Misconduct	Classification	Punishment
2.2.1	Total Ticket amount i) ≤ Rs.20/- for City ii) ≤ Rs.50/- for Mofussil Services	Major-1	Penalty of Rs.4,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure, besides recovery of 10 times of the total ticket amount. Put Off not warranted.
2.2.2	Total Ticket amount i) >Rs.20/- and ≤ Rs.50/- for City ii) >Rs.50/- and ≤ Rs.200/- for Mofussil Services	Major-2	Penalty of Rs.6,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure, besides recovery of 10 times of the total ticket amount. Put Off not warranted
2.2.3	Total Ticket amount i) >Rs.50/- for City ii) >Rs. Rs.200/- for Mofussil Services	Major-3	Penalty of Rs.8,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure, besides recovery of 10 times of the total ticket amount. Put Off not warranted

2.3. C&T: Overriding/ Less Collected Lower Denomination (LCLD) – Minor offences

Sl. No.	Nature of case	Misconduct	Classification	Punishment
2.3.1	Over riding with above Seating Capacity	Up to Two fare stages	Minor-1	Only one Point is awarded No charge sheet required
		Above two fare stages	Minor-2	Advisory letter to be given. 2 Points are awarded. No charge sheet required
2.3.2	Over riding with equal to or below Seating Capacity	Up to Two fare stages	Minor-2	Advisory letter to be given. 2 Points are awarded. No charge sheet required
		Above Two fare stages	Minor-3	“Warning” preceded by Charge sheet



2.4. C&T: Bus cash Excess/Short - Minor offences

Sl. No.	Nature of Irregularity	Classification	Punishment
2.4.1	Bus cash- Short		No action if shortage amount is made good at the time of remittance of bus cash by the crew concerned. Otherwise, 10 times of the shortage amount will be recovered by issuing charge sheet and following stipulated disciplinary procedure.
2.4.2	Bus cash excess: <= Rs.30/-		No action since excess amount was already remitted by way of TPT (Top Punched Ticket).
2.4.3	Bus cash excess: >Rs.30/- & <=Rs.60/-	Minor-1	One point is awarded. No charge sheet required since excess amount was already remitted by way of TPT (Top Punched Ticket).
2.4.4	Bus cash excess: > Rs.60/-	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required since excess amount was already remitted by way of TPT (Top Punched Ticket).
2.4.5	Bus cash excess: Self-declaration by crew		No action to be taken, if the driver/conductor declares excess bus cash on his/her own and endorses in SR before the remittance of bus cash and remits the excess cash at earning section of depot (or) declares excess bus cash before the checking by TTIs and obtains TPT for such excess amount.

2.5.C&T: Excess Private cash – Minor offences

Private cash is permitted up to Rs 200/- per calendar day for all types of services with self certification by the employee. Beyond Rs. 200/- per calendar day, endorsement by the Supervisor/ Officer shall be obtained on SR, before commencement of duty.

Sl. No.	Nature of Irregularity	Misconduct	Classification	Punishment
2.5.1	Excess Private cash without self certification (or) endorsement by Supervisor/Officer	<= Rs. 200	Minor-1	One point is awarded. No charge sheet required
		>Rs.200/-	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required.

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2.6. C&T: Other Irregularities

Sl. No.	Nature of Irregularity	Classification	Punishment
2.6.1	Issue of tickets on Sighting TTIs	Minor-1	Only one point is awarded. No charge sheet required
2.6.2	Unaccompanied Luggage	1 st Time	Minor-1 Only one point is awarded. No charge sheet required
		2 nd Time	Minor-2 Advisory Letter to be given and two points are awarded. No charge sheet is required
		3 rd Time	Minor-3 "Warning" preceded by Charge sheet
		4 th time and above	Minor-4 Penalty of Rs.1,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.
2.6.3	Fare not collected, Concessional/ Child Ticket not issued	Minor-1	One point is awarded. No charge sheet required.
2.6.4	Non observance of validity of all types of passes and warrants etc.,	Minor-2	Advisory Letter to be given and two points are awarded. No charge sheet required
2.6.5	Illegal gratification by crew/ employee of any cadre	Major-1	Penalty of Rs.4,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure, besides recovery of 10 times of the amount. Put off not warranted.
2.6.6	Misappropriation of cash by ADCs/DCs/ employee of any cadre		
2.6.7	Short accountal of cash by the employees of earning section/ADCs		Penalty of 10 times of the shortage amount shall be imposed preceded by charge sheet duly following stipulated disciplinary procedure
2.6.8	Erroneous data entry by ADCs/ employees of earning section due to negligence	Minor-1	One point is awarded. No charge sheet required
2.6.9	Allowing prohibited articles in buses with knowledge	Major-2	Penalty of Rs.6,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.



3. Accidents:

3.1 Minor Offences:

Sl. No.	Nature of Irregularity	Classification	Punishment
3.1.1	Any accident(MTA/B/C) in which Employee is not responsible		No action
3.1.2	Minor accident (MTC): Minor injuries to passengers or pedestrians or to other vehicle users, where driver's negligence is established	Minor-3	"Warning" preceded by Charge sheet
3.1.3	Major accident (MTB): Major injuries to passengers or pedestrians or to other vehicle users, where driver's negligence is established	Minor-4	Penalty of Rs.1,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.

3.2. Major offences

Sl. No.	Nature of Irregularity		Classification	Punishment
3.2.1	MTA (Fatal accident)	Partly Responsible	1 st time	Major-1 Penalty of Rs.4,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.
3.2.2			2 nd time	Major-2 Penalty of Rs.6,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.
3.2.3			3 rd time	Major-3 Penalty of Rs.8,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.
3.2.4		Fully Responsible	Major-4 Termination from service preceded by Domestic Enquiry duly following stipulated procedure. Put Off warranted.	

4. Damages to buses, property & Loss of T&P items:

Sl. No.	Nature of Irregularity	Classification	Punishment
4.1	For any type of damage to bus, tyre, sub assemblies, property and loss of T& P items etc., where the driver is not responsible.		No action
4.2	Damages to bus, property, tyre, sub & major assemblies of bus and Loss of T&P items, where driver's negligence is established.	Cost of damage/ lost T&P items < = Rs.2,000/-	Recovery of actual cost of damage/ lost T&P items preceded by charge sheet and following stipulated disciplinary procedure.
		Cost of damage/ lost T&P items > Rs.2,000/-	Recovery upto 5% of the cost of damage/ lost T&P items subject to minimum Rs.2,000/- and maximum Rs.25,000/- in equal installments not exceeding Rs.1,000/- per month, preceded by charge sheet and following stipulated disciplinary procedure.

Note: General instructions issued regarding dealing with the cases of accidents and damages are common for regular, casual and contract employees.

5. Intoxication

5.1. Minor offences

Sl. No.	Nature of Irregularity	Classification	Punishment
5.1.1	< = 10 mg/ 100ml alcohol found during Breath Analyzer check.		No action is required
5.1.2	> 10 mg/100ml & < = 30mg/ 100ml alcohol found during Breath Analyzer check.	Minor-2	Shall be marked absent for that day. Shall not be granted leave for that day subsequently. Advisory Letter to be given. Two points are awarded. No charge sheet required.



5.2. Major offences

Sl. No.	Nature of Irregularity		Classification	Punishment
5.2.1	> 30 mg/100ml alcohol found in breath analyzer check.	1 st time	Major-2	Penalty of Rs.6,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.
		2 nd time	Major-3	Penalty of Rs.8,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.
		3 rd time	Major-4	Termination from service preceded by Charge sheet duly following stipulated procedure. Put Off warranted.
5.2.2	> 30mg/100ml alcohol found in breath analyzer check, en-route.		Major-4	Termination from service preceded by Charge sheet duly following stipulated procedure. Put Off warranted.

Note: General instructions issued regarding dealing with the cases of intoxication are common for regular, casual and contract employees.



6. Public complaints – Minor offences:

Sl. No.	Nature of Irregularity	Classification	Punishment to be imposed
6.1	Non stoppage of bus en-route: if bus is overloaded beyond 150% of Seating capacity		No action
6.2	Non stoppage of bus en-route: if bus is overloaded below 150% of Seating capacity	Minor -1	One point is awarded. No charge sheet required
6.3	Non stoppage of bus en-route: if bus is loaded with below seating capacity	Minor- 2	Advisory Letter to be given. Two points are awarded. No charge sheet required
6.4	Misbehavior with passengers	Minor- 3	Warning preceded by Charge sheet
6.5	Misbehavior with women passengers	Major-2	Penalty of Rs.6,000/- shall be imposed duly issuing Domestic Enquiry and following stipulated disciplinary procedure. Put off not warranted.
6.6	Non picking up of the reserved passengers	Minor- 3	Warning preceded by Charge sheet
6.7	Non allowing passenger luggage	Minor -2	Advisory Letter to be given. Two points are awarded. No charge sheet required
6.8	Stoppage of bus at unauthorized locations (for Tiffin, meals etc)	Minor- 2	Advisory Letter to be given. Two points are awarded. No charge sheet required
6.9	Non responding to the complaints made by Ladies, PHC and senior citizens on seats allotted to them.	Minor- 2	Advisory Letter to be given. Two points are awarded. No charge sheet required

7. Dereliction of duties- Minor offences:

Sl. No.	Nature of Irregularity	Classification	Punishment
7.1	Not complying with his/her job responsibilities and/or the written instructions of superiors.	1 st time	Minor-2 Advisory Letter to be given. Two points are awarded. No charge sheet required.
		2 nd time	Minor-3 "Warning" preceded by Charge sheet
		3 rd time and above	Minor-4 Penalty of Rs.1,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.

8. Misbehavior with employees:

8.1. Minor offences

Sl. No.	Nature of Irregularity	Classification	Punishment
8.1.1	Misbehavior with Employees	Minor-3	“Warning” preceded by charge sheet

8.2. Major offences

Sl. No.	Nature of Irregularity	Classification	Punishment
8.2.1	Misbehavior with women employees	Major-2	Penalty of Rs.6,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure. Put off is not warranted.

9. Insubordination

Sl. No.	Nature of Irregularity	Classification	Punishment
9.1	Insubordination with superior employees	Minor-4	Penalty of Rs.1,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.

10. Other offences:

Sl. No.	Nature of irregularity	Classification	Punishment
10.1	Driving vehicle without valid license/rash driving	Minor-1	One point is awarded.No charge sheet required
10.2	Moral turpitude	Major-2	Penalty of Rs.6,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure. Put off not warranted.
10.3	Theft of Corporation goods/Property	Major-2	Penalty of Rs.6,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure, besides recovery of 10 times of the value of the Goods/Property at a time. Put off not warranted.
10.4	Intentional, wilful and deliberate fraudulent activity which is detrimental to the interest of the corporation	Major-3	Penalty of Rs.8,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure. Put off not warranted. Family counseling if the employee is willing.


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10.5	Manhandling/ Assault	Assault on co-employees/ Passengers	Major-3	Penalty of Rs.8,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure. Put off not warranted. Family counseling if the employee is willing.
		Assault on Superiors	Major-4	Termination from service preceded by Charge sheet duly following stipulated procedure. Put Off warranted.

11. Garage staff – Minor offences:

Sl. No.	Nature of irregularity	Classification	Punishment
11.1	For all types of unavoidable failures		No action
11.2	En-route failure of vehicle- without cancellation of Kilometers where Mechanic/Artisan is responsible	Minor-1	One point is awarded. No charge sheet required
11.3	En-route failure of vehicle- with cancellation of Kilometers where Mechanic/Artisan is responsible	1 st time	Minor-2 Advisory Letter to be given. Two points are awarded. No charge sheet required
		2 nd time	Minor-3 “Warning” preceded by Charge sheet
		3 rd time and above	Minor-4 Penalty of Rs.1,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.
11.4	Failure of vehicle leading to damage to bus body, chassis, sub/Major assembly of the vehicle where Mechanic/Artisan is responsible	1 st time	Minor-3 “Warning” preceded by Charge sheet
		2 nd time	Minor-4 Penalty of Rs.1,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.
		3 rd time and above	Minor-5 Penalty of Rs.2,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.


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Sl. No.	Nature of irregularity		Classification	Punishment
11.5	Tyre damage (applicable for Tyre Mechanic)	Mismatching of tyres/ Non rotation of tyres in time	Minor-3	“Warning” preceded by Charge sheet
		Non removal of tyre in time leading to scrap	Minor-4	Penalty of Rs.1,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.
		New Tyre scrap due to bead damage (or) due to lapses in tyre maintenance practices.		
11.6	EOC/GOC Mechanic	Non carrying out EOC/GOC as per the mileages	Minor-3	“Warning” preceded by Charge sheet
11.7	HSD OIL (ADC/DC)	Lapses in accountal of receipts and consumption of HSD and other Oils.	Minor-4	Penalty of Rs.1,000/- shall be imposed duly issuing charge sheet and following stipulated disciplinary procedure.
		Non placement of indents in time for supply of HSD and other oils.	Minor-3	“Warning” preceded by Charge sheet
11.8	Stores (Store In- charge)	Non placement of indents on stores in time for supply of spares.	Minor-3	“Warning” preceded by Charge sheet
11.9	Artisans and all other garage staff	Non performing duties assigned by supervisors.	Minor-3	“Warning” preceded by Charge sheet


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Instructions for dealing with the cases of Hire bus drivers:

1. Since, hire bus drivers do not come under the preview of CC&A Regulations, the terms and conditions mentioned in the Hire Agreement shall be followed in the cases of irregularities committed by them.
2. In addition, penalty of 10 times of the ticket amount shall be imposed if hire bus drivers involve in C&T irregularities.
3. In case of intoxication, the following action shall be taken.

Sl. No.	Misconduct	Punishment proposed	
1	<= 10mg/ 100ml alcohol found during Breath Analyzer checking.	No action is required	
2	>10 mg/100ml & <= 30mg/ 100ml alcohol found during Breath Analyzer checking.	Shall be withdrawn from the duty for that day. Advisory Letter to be given to driver and the Hire bus owner concerned.	
3	>30mg/100ml alcohol found in breath analyzer checking	1 st time	Shall be withdrawn from the duty for that day and penalty of Rs.4000/- shall be imposed on Hire bus owner concerned.
		2 nd time onwards	Shall be disengaged immediately. Further, he shall not be reengaged by any of the Hire bus owners at any Unit. To this effect, all concerned message shall be sent by the Depot Manager concerned to all DMs/RMs/EDs/HO of the Corporation.
4	>30mg/100ml alcohol found in breath analyzer check en-route	1 st time	Shall be disengaged immediately. Further, he shall not be reengaged by any of the Hire bus owners at any Unit. To this effect, all concerned message shall be sent by the Depot Manager concerned to all DMs/RMs/EDs/HO of the Corporation.

4. If any of offence which is not mentioned in the Hire agreement is committed by the Hire bus driver, Unit Officer shall take appropriate action as deemed fit duly establishing the charge.



Procedure for accumulation of points under Minor-1 and Minor-2 offences:

As per guidelines given at Annexure-I and Annexure-III, points are to be accumulated for the employees indulged in irregularities that fall under Minor-1 and Minor-2 classification. In case of such minor irregularities, it is not necessary to open cases subject wise. Instead it is proposed to maintain a record of Minor-1 and Minor-2 irregularities committed by each employee in the form of a bunch/file.

It is instructed to open an exclusive file for each and every employee of the unit with unique identification code by his/her staff number and Score sheet of the employee concerned shall also be filed in that file.

For all the Minor-1 and Minor-2 offences committed by the employee, the clerk concerned shall file the relevant report in the file/bunch together with points awarded by the Depot Manager/Unit Officer on the report itself. No separate orders on Minor-1 and Minor-2 offences need to be issued. Further, the points awarded by the Unit officer for each Minor-1/ Minor-2 offence shall be recorded on the score sheet of the employee and attested by the Unit Officer. The signature of the employee shall be obtained on the score sheet against the points awarded.

As and when, the score of the employee reach/cross benchmark score of 6 points as recorded in the Score sheet, the Clerk shall open a case with case number duly entering the same in File register and submit to the Unit officer with the details such as total no. of points accumulated and the no. of sets of 6 points etc., seeking orders regarding issue of charge sheet and initiation of disciplinary action. The subject head of the case shall be opened on the severe offence compared to other offences contributed for accumulation of benchmark score of 6 points. This system is common for regular as well as contract/casual employees.

The Depot Manager shall order to impose punishments as per the guidelines stipulated at Annexure-II and Annexure-IV of this circular on the accumulated sets of points, duly following stipulated disciplinary procedure.

The file/bunch that was opened for each employee by his staff number shall invariably be attached to the P-Case of the respective employee and the same shall be transferred to the Unit wherever he/she gets transferred.

In cases of Minor-3, Minor-4 and Minor-5 cases shall be opened separately and disposed off awarding relevant punishment duly following stipulated procedure, as applicable.



Employee score sheet for Minor offences														
Name of the Employee		Staff No.	Designation						Unit					
Sl. No	Date of offence	Type of offence							Total Points		Signature			
		Absenteeism	C&T	Intoxication	Public complaints	Dereliction of duties	Other Minor offences	Vehicle failures	For the day	Cumulative	Signature of the Jr./Sr.	Signature of the PD	Signature of the Unit Officer	Signature of the Employee
1														
2														
3														
4														
5														
6														
Case No. No.											Set			
1														
2														
3														
4														
5														
6														
Case No. No.											Set			
1														
2														
3														
4														
5														
6														
Case No. No.											Set			

Instructions to TTIs:

1. In case of offences that come under Minor-1 and Minor-2, TTIs shall give a copy of MTD-43/R only, to the crew concerned. No Charge memo shall be served by TTIs for these offences. No spot explanation need be obtained from the crew by TTIs.
2. Based on MTD-43/R, Unit Officers shall take action as per the instructions given in this circular.
3. At the time of checking by TTIs, number of bus pass holders (all types of passes), staff (retired/in service) and warrants shall also be included for recording occupancy in the bus.
4. In cases of Minor offences like Fare not collected and ticket not issued (including invalid bus pass holders), Overriding etc., TTIs shall impose penalty on the passengers concerned to the tune of 10 times of the ticket value for the trip they have not taken valid ticket or Rs.500/- whichever is less, in addition to collecting the fare amount.
5. ED (O) shall provide/impart necessary training to TTIs on the revised guide lines as per this circular on how to frame allegations on MTD 43/R and charge memo.
6. TTIs shall not book cases on the offences listed below as these minor offences are deleted from the purview of checking by TTIs.

Sl. No	Classification	Sl. No	Classification
1	Less Collected Less Denomination issued (LCLD)	12	N/o bus not parked at stipulated bus stop/stage/station
2	Non availability of manual printed tickets	13	Crew without uniform
3	Bus cash short	14	Driver not holding valid Driving license
4	Private cash short	15	Star document not available with crew
5	Private cash not certified/declared	16	Conductor not guiding direction to driver while reversing the bus
6	Bus station not touched/ Stages skipped	17	Imprest amount not available with crew
7	MTD 141 card not available	18	Ticket issue not completed before reaching next fare stage
8	Tim not closed/ star not closed	19	Non stoppage of engine while bus is parked.
9	Route deviation	20	Hire bus driver not possessing valid medical fitness certificate
10	Bus entered in bus station in wrong route	21	Hire bus driver duty changes at unauthorised locations/ unauthorised drivers allowed
11	Early arrival/ departure		

7. The irregularities/ lapses deleted from the scope of checking by TTIs are kept under the purview of depot / bus station supervisors. Theses lapses shall be continuously monitored and suitable disciplinary actions shall be taken by the Unit officers in proportion to the gravity of offences, based on the check reports given by depot/ bus station supervisors.